

Westminster Historic District Commission

MINUTES OF MEETING

Wednesday, April 6, 2016

City Hall, 7:00 PM

1. Call to Order

- a. Statement of Authority—The Westminster Historic District Commission derives its authority from Chapter 164, Article 9A of the City Code; which is derived from Md. Code Annotated, Land Use Article, Division 1, Single Jurisdiction Planning and Zoning, Title 8, Historic Preservation. The qualifications of the Westminster Historic District Commission are on file at the City Administration Building, 56 W. Main Street; the file is open to the public.

- b. Roll Call

In attendance were Kristen McMasters, Chair, Dean Camlin, Co-Chair, Commissioners L. Kevin Wagman, Sherri Hosfeld-Joseph, Greg Goodell, Jane Kacmarski and Steven Colella.

City staff: Marge Wolf and Andrew Gray were present.

Guests: Steven W. Carney, Victoria Koslak and Nancy McKenzie

2. Approval of Minutes

The March 2, 2016 meeting minutes were approved by Commissioner Wagman and seconded by Commissioner Camlin.

3. Public Hearings

No public hearings were scheduled.

4. Old Business

- a. **Flower and Jazz Festival** – Chair McMasters opened discussion with the review of the Historic Door Poster. The Commission reviewed and made recommendations and also discussed the logistics of selling the Historic Door posters and what they need from the City to make this successful.

Mr. Gray reviewed the staff report summarizing the Historic Tax Credit information the Commission will be bringing to the Flower and Jazz booth.

Chair McMasters wanted the Commissions thoughts on what historic items to bring to the Flower and Jazz booth. The Commission had several suggestions and will continue to brainstorm ideas.

- b. **Holiday House Tour** – Mr. Gray reviewed the staff memo with the Commission. Mr. Gray wanted Commission members to take a look at the list of coordinator roles, and sign up for a role that each Commissioner feels most comfortable pursuing. Commissioners signed up for the following coordinator roles:

Entertainment – Sue Thomas

Refreshments – Commissioner Hosfeld-Joseph
House Coordination and Docents – Commissioner Kacmarski
Luminaries –Co-Chair Camlin and Commissioner Goodell
Promotional Materials – Commissioner Hosfeld-Joseph and Missie Wilcox
Merchant Discounts Commissioner Colella and Missie Wilcox
Thank you Gifts for Homeowners – Commissioner Wagman
Public Relations Effort – Missie Wilcox

5. New Business

- a. **Celebrate America** – Chair McMasters informed the Commission about her meeting with the Historical Society of Carroll County. She mentioned that the Celebrate America Festival – Open House, will be held at Westminster City Hall, on May 21st, from 10:00 am to 4:00 pm.
- b. **Corbit's Charge** – Chair McMaster directed the Commission to Mr. Carney who discussed the Corbit's Charge event on June 24th to the 26, at City Hall, Westminster. Mr. Carney explained his intentions to establish a relationship with the City and local businesses in hopes to reestablish the Corbit's Charge Encampment as a Westminster event.

Commissioner Goodell suggested to City Staff, the possibility of the Commission helping to fund the Corbit's Charge dance at the Westminster Armory. The Commission could transfer funds from their account to the Department of Parks and Recreation.

6. Commissioner Reports

- a. Chair McMasters - Will continue the bi-monthly meetings with the Historical Society of Carroll County.
- b. Co-Chair Camlin – Attended the Maryland Preservation Awards. The Heart of the Civil War Heritage Area was recognized for their website redesign.
- c. Commissioner Wagman – Mentioned that there is an interested individual that would like to become part of the Commission.
- d. Commissioner Goodell – Asked the City if they could install the last shutter on the side of City Hall.
- e. Commissioner Hosfeld-Joseph- Is working on fixing the poster.
- f. Commissioner Kacmarski – No report
- g. Commissioner Collella – No report

7. Staff Report

- a. No Report

8. Public Comment

No public Comment

9. Adjournment

Co-Chair Camlin made a motion to adjourn. Commissioner Goodell seconded the motion.